

Wisconsin School Day Milk Program (WSDMP)

Frequently Asked Questions

Q1. How do schools participate in the WSDMP?

Any public, private, tribal, independent charter, residential care center for children and youth (licensed child welfare agencies), or Wisconsin State School (Wisconsin School for the Deaf and Wisconsin Center for the Blind and Visually Impaired) that contracts with the Department of Public Instruction (DPI) School Nutrition Team (SNT), is eligible to participate in the WSDMP. Only grades PreK – 5 can operate the WSDMP and receive reimbursement for the milk served to free and reduced price students. Milk served to paid students is *not* eligible for reimbursement. Schools who wish to participate must complete the [Application Agreement/Policy Statement \(PI-1464\)](#) and submit it to the DPI office by mail, fax, or email.

Mailing Address: School Nutrition Team, 125 S. Webster St, P.O. Box 7841, Madison, WI 53707-7841

Fax: 608-267-0363 to the Nutrition Program Consultant assigned to your contract

Email: dpifns@dpi.wi.gov

After the application is returned with all signatures, you will need to resubmit your Online Child Nutrition contract, by updating which sites are participating in the WSDMP. Refer to the [School Nutrition Programs Online Contract Manual](#) as a guide when making changes.

Q2. Which students qualify for reimbursable milk under the WSDMP?

Only the milk served to children enrolled in a school, in grades PreK – 5, who meet the income eligibility standard for the free and reduced price lunch program can be claimed for reimbursement.

For Special Provision Option (SPO) schools (Community Eligibility and Provision 2), that do *not* collect USDA free and reduced price meal applications, [an alternate household income form](#) is needed to collect student level socioeconomic data. Use of NSLP and or SBP claiming percentages to determine free and reduced price milk status is unallowable.

Q3. Can SFAs participate in the State WSDMP and the Federal Special Milk Program (SMP)?

Yes. However, if your SFA operates both programs, it is the responsibility of the SFA to ensure this differentiation is documented when compiling counts for the claims. Milk claimed under the WSDMP cannot also be claimed under the SMP and vice versa.

Note: Under the SMP, if children have access to breakfast and/or lunch, they cannot also be claimed under the SMP. The SMP is reserved for split session kindergarten children who do *not*

have access to meals served under the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP).

Q4. Can we choose what grades and schools participate in the program?

Students in grades PreK – 5 are eligible to be claimed. It is local discretion as to the grades and schools that participate in the program. For example, a district may choose, based on class scheduling, to only offer the program to students in grades PreK – 3. A district may also choose to offer the program to students in PreK – 5 in School A and to students in PreK – 3 in School B.

However, a district cannot allow for only some classrooms within a grade from a specific building to participate. All classrooms within a participating grade in a specific school must participate in the program.

Q5. How many milks can be claimed per student?

Only one half pint of milk (8 fluid ounces) can be claimed per student per day. It cannot be milk that was served during the service of breakfast, lunch, or the federal Special Milk Program.

Q6. What type of milk can be served and claimed in the WSDMP?

Wisconsin-produced whole milk, 2% milk, 1.5% milk, one percent milk, 0.5% milk, skim milk or chocolate milk can be served in the WSDMP. Lower-fat milks are encouraged.

Q7. When is it acceptable to substitute juice for milk under the WSDMP?

Juice can only be served and claimed under the WSDMP when it is used as a substitute for a student with a milk allergy, metabolic disorder or other condition that prohibits the consumption of milk. The acceptable portion size for the juice substitute is 8 fluid ounces. Documentation does not need to come from a licensed medical practitioner, which is different from the federal Child Nutrition Program requirements.

Note: DPI SNT approved milk substitutes, such as an approved soy milk beverage, are **not** allowed to be claimed in the WSDMP due to the differences in the Wisconsin State Statute from federal Child Nutrition Program regulations. Juice is the only eligible milk substitute.

Q8. What is the reimbursement rate for the milk claimed under the WSDMP?

The reimbursement that schools receive for the milk claimed under the WSDMP varies from each year and is dependent on the state funding available and the previous state wide participation rate in the program. Act 9 (the 2019-21 biennial budget) recently increased the annual funding from \$617,100 in 2018-19 SY to \$1,000,000, beginning in the 2019-20 SY. Reference the annual [State Aid Payments](#) memo located on the [Financial Management webpage](#), then Aids Banking for the most recent years' reimbursement rate.

Q9. If we do not receive full reimbursement for the milks* served to students who are free or reduced price, can we charge them to cover the remaining cost of the milk?

No. Students who qualify for free milks under the WSDMP cannot be charged a fee for milk that is claimed for reimbursement. Therefore, the school has to ensure that they have sufficient funds to cover the cost difference. Students qualifying for free or reduced price are participants in the WSDMP, and the cost differential between the cost of milk and the state reimbursement may be absorbed by the non-profit food service account (Fund 50 in public schools). Please note, the cost of milk served to students of paid status (those that cannot be claimed in the WSDMP) may not be absorbed by the non-profit food service account (Fund 50 in public schools). Please see question 10 below for additional information.

*This same method applies to any juice that is claimed for reimbursement.

Q10. How much should SFAs charge students who do not qualify for free or reduced priced meals? Can the non-profit food service account (Fund 50 in public SFAs) absorb costs from the WSDMP?

The WSDMP is a state funded program. Under the WSDMP, only students in preschool through fifth grade who qualify for free or reduced-price meals through Direct Certification, or Free and Reduced Meal Applications may receive milk at no charge. The milk served to paid status children is not eligible for reimbursement and is considered a non-program food item. SFAs must charge paid students enough to cover the full cost of paid milk (dairy cost and administrative costs for running the program). The non-profit food service account cannot be used to cover the cost of paid milk under the WSDMP.

The Non-Program Food Revenue Tool/Price Calculator is found on the [Financial Management Webpage](#). SFAs can put the paid milk for WSDMP on their non-program revenue tool, set the price at \$0.00 and must show documentation to support that non-program foods costs are covered. This ensures that program funds are not being used to cover costs associated with the WSDMP. If SFAs do not want to charge households for milk, or the full cost of milk is not covered, a transfer from non-federal funds must be made.

Q11. How do we determine the “cost per half pint of milk”*that is needed for the annual WSDMP claim?

When determining the “cost per half pint of milk” for each *month* that milk is served for the WSDMP, the SFA should use the following formula:

$$\text{Total dollar amount spent on milk that month} \div \text{Total number of milks purchased that month} \\ = \text{Average cost per half pint}$$

When the WSDMP claim is submitted at the end of the year, the monthly averages would then be averaged to determine the “cost per half pint of milk” for the entire year.

*This same method applies to any juice that is claimed for reimbursement.

Q12. What documentation needs to be maintained to support the annual WSDMP claim?

In order to maintain an accurate counting and claiming system, each classroom that serves milk for the WSDMP must document daily which students received a half pint of milk (or juice for eligible students) and **the count must be taken at the time the milk is served to the student**. The daily [participation prototype](#) form, or similar record can be used. It is important that the person completing the checklist records which students took a milk. Attendance or absentee records cannot be used to determine the daily milk count. A “back-out system” where the students who did not take a milk are recorded and all other students are claimed, is also not an acceptable counting and claiming system.

Documentation of the monthly milk or juice costs as reported on the annual claim are to be maintained, as well.

Q13. Does the milk served need to come from Wisconsin?

Yes, milk served in the WSDMP must be Wisconsin-produced, which means that all or part of the raw milk used by the milk processor was produced in the state of Wisconsin. Milk procurement documentation should include language requesting Wisconsin-produced milk.

Q14. What procurement procedures do schools follow to secure milk contracts?

Depending on the value of the purchase, the schools have several procurement options.

- *Micro Purchase Method* – May be used for purchases costing less than \$10,000

This method is a non-competitive form of procurement where small value procurements can be completed by the school quickly. The main requirement for this procurement method is the price must be reasonable based research, experience, purchase history, or other documentation. Multiple purchases should be spread among similar vendors. This procurement method is ideal for small random/unexpected purchases, purchases that need to be made quickly due to outages, or for purchases for supplies that are purchased a few times a year for items such as brooms, mops, locks, or dish towels. This method is not meant for long term contracts such as milk and prime vendor contracts.

- *Small Purchase Method* – May be used for purchases costing less than \$250,000

This method is a competitive form of procurement often called three bids and a buy where schools can quickly and competitively purchase supplies and award contracts with a value of less than \$250,000. This is the most common procurement method used. Schools can simply call, email, fax, or be in-person at the time of requesting the bid, provide the vendor/supplier enough information to submit a bid (verbal or written), and the school will award the contract/purchase to the lowest bidders meeting all the requirements of the bid. The bidder must also be a responsible bidder; able and capable of providing the product or service being procured.

- *Formal Procurement Method* – Must be used for purchases costing more than \$250,000

This method is a competitive form of procurement and award contracts must be used to purchase supplies with a value greater than \$250,000. What differentiates this procurement method from the Small Purchase Method is the requirement for submitted bids or proposals to be sealed. The procurement document either Invitation for Bid (IFB) or Request for Proposal (RFP) must be written, procurement must be publically advertised, and if an IFB is used then bids must be publically opened. This is the only procurement method that can be used to award a cost reimbursable plus a fixed fee contract.

Any school that participates in the WSDMP is encouraged to accept bids from local milk suppliers.

For additional information and resources, see the [Procurement webpage](#).

Q15. How is the claim for reimbursement submitted?

The WSDMP claim is submitted *annually* by August 31 (for prior fiscal year, July 1 – June 30). Submit the claim online through the [Online Services](#) webpage. [Claim Instructions](#) are found on the WSDMP webpage. *Note:* The reimbursement payment is typically distributed between February and April of the following school year.